

3 FAM 2860 CIVIL SERVICE EMPLOYEE DEVELOPMENT PROGRAMS

*(TL:PER-246; 4-10-95)
(Office of Origin: HR)*

3 FAM 2861 AUTHORITY

*(TL:PER-246; 4-10-95)
(State Only)
(Applies to Civil Service Employees Only)*

—Chapter 41, title 5 U.S.C. as amended by the Civil Service Reform Act of 1978 and Executive Order 11348;

—Part 412, title 5 U.S.C.

—Section 2664a, Title 22 U.S.C.

3 FAM 2862 POLICY

*(TL:PER-246; 4-10-95)
(State Only)
(Applies to Civil Service Employees Only)*

The Department is fully committed to the career development of its employees consistent with its organizational needs in order to improve service, to increase efficiency and economy, and to build and maintain a force of skilled and efficient employees.

3 FAM 2863 PURPOSE

3 FAM 2863.1 Employee Development Program

(TL:PER-246; 4-10-95)

(State Only)

(Applies to Civil Service Employees Only)

The Secretary is required by law to establish, operate, and maintain a program and a plan for the training of the Department's Civil Service employees. This training, which may be provided through government and non-government facilities, is intended to develop the skills, knowledges, and abilities that will best qualify employees to perform their official duties.

3 FAM 2863.2 Functional Specialization Program

(TL:PER-246; 4-10-95)

(State Only)

(Applies to Civil Service Employees Only)

This program provides an opportunity for employees to redirect their careers and to gain expertise in a specialty such as budget and fiscal or personnel. The program consists of one year of training, approximately three months of which is formal training and the remainder of which is spent in rotational assignments designed to provide on-the-job training. Upon completion of the training, the participants are assigned to a position within the new function.

3 FAM 2863.3 Management Development Program

(TL:PER-246; 4-10-95)

(State Only)

(Applies to Civil Service Employees Only)

This program provides management training and development experiences for both incumbent managers and specialists at grades GS-12 through GS-15 identified as having managerial potential, to meet Department and individual needs.

3 FAM 2864 INDIVIDUAL DEVELOPMENT PLANS (IDP)

3 FAM 2864.1 For Special Programs

(TL:PER-246; 4-10-95)

(State Only)

(Applies to Civil Service Employees Only)

An IDP is required for all participants in SES Member and SES candidate programs, the Presidential Management Intern Program, the Upward Mobility Program, and other approved special development programs.

3 FAM 2864.2 For Employee Development

(TL:PER-246; 4-10-95)

(State Only)

(Applies to Civil Service Employees Only)

At the discretion of the bureau, IDPs may be developed for employees not associated with a specific development program.

3 FAM 2864.3 Procedures and Guidelines

(TL:PER-246; 4-10-95)

(State Only)

(Applies to Civil Service Employees Only)

Procedures, guidelines and other explanatory material is published in 3 FAH-1 H-2860.

3 FAM 2865 RESPONSIBILITY

(TL:PER-246; 4-10-95)

(State Only)

(Applies to Civil Service Employees Only)

- a. The Director General of the Foreign Service and Director of Personnel is responsible for directing Civil Service Employee Development Programs.

- b. The Office of Career Development and Assignments (PER/CDA) and the Office of Civil Service Personnel Management (PER/CSP) have joint responsibility for administering Civil Service Employee Development Programs.

3 FAM 2866 PROCEDURES

(TL:PER-246; 4-10-95)

(State Only)

(Applies to Civil Service Employees Only)

Procedures which must be followed in administering Civil Service Employee Development Programs are published in 3 FAH-1 H-2860.

3 FAM 2867 THROUGH 2869 UNASSIGNED